



Town of Smithtown Animal Shelter

Volunteer Application

410 E. Main St. Smithtown, NY 11787
(631) 360-7575 Fax: (631) 360-7973 sasac@tosgov.com
www.smithtowninfo.com

(Name) (First) (Middle)

Address: _____
(Number/ Street)

(City) (State) (Zip Code)

Phone Number(s) _____
(Home) (Work) (Cell Phone)

Email: _____ Date of Birth: _____



Emergency Contact:

Name: _____ Phone Number: _____

Relationship: _____

Education:

Are you currently in school? ☐ Yes ☐ No

If yes: _____
(Name of School) (Grade or Year)

Areas of Interest:

What volunteer duties are you interested in?

☐ Dog Walker ☐ Cat Cuddler ☐ Bottle Feeding Kittens

☐ I'm experienced ☐ Not experienced

How did you hear about the Smithtown Animal Shelter?

Do you have any pets? ☐ Yes ☐ No

If yes, what type and how many? _____

Please list any previous experience with animals and/or do you have any affiliation with any humane organization or rescue group? _____

Availability:

What days of the week are you available to volunteer? Please note specific times.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 am						
10:00 am						
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						





Town of Smithtown Animal Shelter

Volunteer Service Agreement

Name of volunteer _____
(Please print your full name)

The Town of Smithtown Animal Shelter agrees to:

- To review and address issues and concerns in a timely fashion.
- As much as possible, provide a safe and wholesome working environment.
- Direct the affairs of the department in a manner enhancing the benefit of the animals in our care and the mission of our department.

As a volunteer for the Town of Smithtown Animal Shelter, I acknowledge receipt of this agreement and agree to comply with all of the following policies and procedures.

I agree to:

- Adhere and abide by all department policies, procedures and follow instructions set down by the SASAC supervisor inclusive of any subsequent amendments.
- Be supervised by the shelter supervisor or designee and will work as a team member with all volunteers.
- Respond to any requests to meet with shelter management.
- Understand the function of shelter employees and the role of volunteer within the department and to follow the proper chain of command.
- Have a cooperative behavior with other volunteers or shelter staff.
- Fulfill my volunteer duties in a proficient and professional manner, including maintaining an accurate record of hours worked in the volunteer log, and to maintain confidentiality of shelter business.
- Agree that when I'm acting in the capacity as a shelter volunteer to be properly attired. This means, at minimum, I will wear a shirt, shorts or pants, and footwear that properly protect both feet.
- Use assigned equipment in an appropriate and safe manner at all times.
- Provide in writing concerns, issues or complaints to the shelter supervisor.
- Report to the shelter supervisor any condition(s) at the shelter, which you feel unsafe (frayed electric cords, slippery surfaces, tripping hazards, etc.).
- Make no contact with the print, audio or visual media regarding activities within shelter unless authorized by the shelter supervisor.
- Observe and comply with policies and procedure described within the volunteer manual as well as any and all postings of policy at the SASAC.
- Not have any discourteous or abusive language or behaviors to other volunteers, shelter staff or the public.
- Provide notice to the shelter with any change of personal information (name, address, phone, etc.)
- Abide by established procedures and immediately report any injury that occurs during my volunteer service to the supervisor and to complete any required injury associated forms.
- Defend and hold the Town of Smithtown Animal Shelter harmless for any injuries or loss of damages which may occur during my volunteer service.

I understand that I can be discharged from my volunteer activities for violation of any of the described policies or procedures. As a volunteer, I understand that I may discontinue my services with or without reason, and that the Town of Smithtown Animal Shelter reserves the right to release any volunteer without reason.

I have read and I understand the above. Anything that was not clear to me was explained and understood.

(volunteer signature)

(date)

(signature of parent/guardian, if under 18)

(date)

(notary public signature)

State of New York)
County of Suffolk) **SS:**
Town of Smithtown)

Sworn to before me this _____ day
of _____, 20 ____

notary seal



Town of Smithtown Animal Shelter

Volunteer Release of Liability and Agreement to Indemnify

I, _____ in consideration of the opportunity to perform volunteer services with the Town of Smithtown Animal Shelter (herein after referred to as SASAC) the undersigned for himself/herself and his/her heirs and representatives voluntarily and knowingly execute this document and expressly waives any and all rights and do hereby release and forever discharge on behalf of myself or my child any and all manner of action, suits, proceedings, damages claims, demands and causes of actions including without limitation those involving bodily injury, sickness or property to the undersigned or undersigned's child (family) _____

DOB _____ while said volunteer is engaged directly or indirectly in performing volunteer services for the SASAC.

The undersigned hereby agrees to indemnify, defend and hold the Town of Smithtown, SASAC, it's employees, volunteers and supervisors harmless from any and all liability, damage loss, cost and expense jointly or individually, for bodily injury or property damaged suffered as a result of the undersigned's negligent, reckless or willful act, omission in the performance or failure to perform his/her volunteer services. This liability release form is executed without any reliance upon any representation by any person and the undersigned has carefully read and understands the contents of this release form and executes the same as his or her own free act. The undersigned agrees his/her participation in this program is purely voluntary and therefore under no circumstances will he/she be deemed an employee/agent of the Town of Smithtown. Additionally he/she understands that as a volunteer he/she is not covered by workman's compensation insurance/benefits or any other insurance policy for any damages or injuries sustained during volunteer services. In the event that any of the terms, conditions, and/or covenants in this release form is held to be invalid, such invalidity shall not affect any terms. Conditions and or covenants contained herein which shall remain in full force and effect.

(volunteer signature)

(date)

(parent/guardian signature, if under 18)

(date)

(print name)

(address)

(phone)

(emergency #)

(emergency contact)

I have carefully read this agreement and fully understand its content. I am aware that this is a release of liability and an agreement between myself and the Town of Smithtown and sign it of my own free will.

State of New York)
County of Suffolk) SS:
Town of Smithtown)

Sworn to before me this _____ day

of _____, 20 _____

(notary signature)

notary seal

Town of Smithtown Animal Shelter

Volunteer Acknowledgement

The volunteer manual describes important information about the Town of Smithtown Animal Shelter. This manual has been prepared for you as a reference guide. It contains information regarding our policies and procedures and how to safely deal with shelter animals. Please read it carefully so you will be well equipped to provide quality care to the animals in the shelter.

Since the information, policies and procedures described here are necessarily subject to change, revisions to the manual may occur. All such changes will be communicated through departmental memos. Additionally, revised information may supersede, modify or eliminate existing policies. Only the shelter supervisor has the ability to adopt any revisions to the policies in this manual.

Thank you for giving your time and energy to the animals at the Town of Smithtown Animal Shelter. We hope that the time you spend here will be as rewarding to you as it is to the animals you care for.

I acknowledge that I have received a copy of the Volunteer Manual and I accept and understand it is my responsibility to read and comply with the policies contained in this manual.

I have read and I understand the above. Anything that was not clear to me was explained and understood.

Volunteer's Name (printed) _____

Volunteer's Signature _____

Date _____

Witnessed _____
_____ **(shelter personnel)**

